

JACKSONVILLE JOB CORPS CENTER

CENTER PROFILE

BASIC INFORMATION

CENTER NAME: Jacksonville Job Corps Center

CENTER MAILING ADDRESS: 4811 Payne Stewart Drive
Jacksonville, FL 32209

CENTER PHONE: (904) 360-8200

CENTER FAX: (904) 632-5498

ACTING CENTER DIRECTOR: Carld Rosborough
carld.rosborough@exodyne.com

CDS DIRECTOR: Shonna Johnson

ADMISSIONS CONTACT: Patricia Sanders
(904) 360-8241

CENTER STANDARDS: Charles McLeod

ORIENTATION SPECIALIST: David Langley

DOL PROJECT MANAGER: Linda Simmons
(404) 302-5397

ABOUT THE CENTER

The center, located just north of downtown Jacksonville, resembles a college campus with nine buildings spread over 29 acres. A natural wetlands area with a boardwalk crossing and fountains has been incorporated into the campus.

The Jacksonville Job Corps Center is centrally located in a mixed residential and commercial neighborhood next to the First Tee Golf Course. The center is surrounded by a technical high school and park on one side, and a church and businesses on the other side. A flea market and the Gateway Mall are within walking distance. Recreational activities are provided on campus and in several public parks located within a two-mile radius of the center. Students are also provided opportunities to attend local cultural and educational events and activities. Public transportation is easily accessible from the center.

BY THE NUMBERS

CENTER ENROLLMENT

272 Residential Students

- 136 Males
- 136 Females

28 Nonresidential Students

- 14 Males
- 14 Females

CENTER DIVERSITY

79.66% African-American

10.69% Caucasian

8.97% Hispanic

0.34% Asian

0.34% American Indian/Alaska Native

STUDENT HOME STATES

94.14% Florida

3.79% Caribbean

2.07% Other states within the U.S.

STUDENT AGES

16 4.14%

17 12.41%

18 20.34%

19 24.83%

20 15.52%

21 7.93%

22-23 10%

24+ 4.82%

CAREER TRAINING

CAREER AREAS

Business Office Technology

Carpentry

Certified Nurse Assistant

Computer Service Technician

Electrical

Facilities Maintenance

Heating and Air Conditioning

Material Handler

Medical Assistant

Pharmacy Technician

TRAINING SCHEDULE

A typical day's schedule is 8 a.m. to 4 p.m. for career training and/or academics.

THE FIRST 60 DAYS

The first 60 days on center are also known as the Career Preparation Period. During this time, students are assigned to a counselor who guides them as they choose a career training program. Students have the opportunity to job-shadow in three occupational areas before deciding which area to pursue. Academic and career training begin during this period.

ACADEMIC TRAINING**HIGH SCHOOL DIPLOMA/GED**

In addition to our online high school diploma and GED programs, the Jacksonville Job Corps Center collaborates with SIATech Charter High School to offer students the opportunity to earn a high school diploma. Other classes offered are math, reading, workplace communication, leadership training, wellness, diversity, driver's education, social skills training, employability skills training and applied academics.

ACT

We offer the American College Testing Program (ACT) on center. To qualify you must be enrolled for 180 days, have a high school diploma or GED and have qualifying Test of Adult Basic Education (TABE) scores.

COMING TO JOB CORPS**WHAT TO BRING:**

Enrollment and departure form
Birth certificate
Social Security card
Other identification
High school diploma
Immunization record
Immigration and naturalization documents
Medical insurance documents
Clothing for all seasons including:

- clothing for an educational setting
- clothing for after training
- underclothes
- pajamas
- jacket/sweater
- raincoat

WHAT NOT TO BRING:

Excess money
Expensive radios, stereos, jewelry or clothing
Offensive T-shirts or other inappropriate clothing
Weapons
Illegal drugs
Alcohol
Automobiles

MATERIALS PROVIDED BY CENTER

- Career uniform (in lieu of a clothing allowance)
- Bed linens
- Pillow
- Blanket
- Bedspread
- Mattress pad
- Locker with lock
- Initial issue of toiletries

LUGGAGE

Because the center has limited storage space, students are allowed no more than two pieces of luggage.

CENTER BUS AND AIRPORT PICKUP

- Locations
 - Bus or train stations: Lobby area
 - Airport: Baggage claim
- For assistance or changes in travel plans, call (904) 360-8200.
- A driver, staff member or residential adviser will pick you up. The staff will be wearing Job Corps apparel.

LIFE AT JOB CORPS

THE FIRST WEEK ON CENTER

Students must complete the following: ID pictures, medical cursory exam, individual counseling, bag searches, drug tests, pregnancy tests, basic health exam, pelvic exam, TABE tests, clothing inventory, room assignment, tour center and city, general description of activities, staff presentations, social skills training, inter-group relations and recreational activities.

DORM LIFE

- Two dorms of four quads apiece
- Soda/snack machines in gym
- Study rooms with computer access
- Four students to a room
- Common area with big-screen TV in each quad
- Laundry facilities
- Private bathrooms in each room
- Room assignments are made immediately upon arrival

DORM CLEANING

Students living in the dorm are required to keep the room clean. There are daily room inspections and a major cleanup every Monday night. Work is supervised by residential advisers. Common areas are cleaned on a rotating schedule.

OFF-CENTER PASSES

Passes are granted based on a phase system:

Probationary Phase:	Zero passes (no day passes are issued until after fourth week)
Silver Phase:	Two day passes weekly (must be taken between Tuesday and Thursday) Two weekend passes monthly
Gold Phase:	Three day passes weekly (Taken any day) Three weekend passes monthly
Platinum Phase:	Four day passes weekly (Taken any day)
Diamond Phase:	Unlimited day passes

CURFEW

Sunday-Thursday	10:30 p.m.	(Lights out at 11 p.m.)
Friday-Saturday	Midnight	(Probationary through Platinum Phase)
	2:00 a.m.	(Diamond Phase)

MISSED BED CHECKS

If missed bed checks are unexcused, disciplinary action will be taken. Habitual violation may lead to termination from the program. If the student is a minor, a parent/guardian will be notified. Students must sign in on dorm roster after returning to the center.

LAUNDRY

A laundry schedule is posted in the dorm, and the center will provide laundry supplies. Each room is assigned a laundry day, and bed linens are exchanged every Monday.

MEAL SCHEDULE*Monday-Friday*

Breakfast	6:45 to 7:45 a.m.
Lunch	11:30 a.m. to 1 p.m.
Dinner	5 to 6 p.m.

Saturday-Sunday and Holidays

Brunch	10:30 a.m. to 12 p.m.
Dinner	4:30 to 6 p.m.

ON-CENTER RECREATION

Weekdays from 4 to 10:15 p.m. activities include:

Arts and crafts	Movies	Volunteer activities
Basketball	Softball	Weight training
Billiards	Table games	
Bingo	Volleyball	

WEEKEND ACTIVITIES

Arcade	Dances	
Arts and crafts	Festivals	Sporting events
Basketball	Flea market	Swimming
Bowling	Intramural sports	Volunteer activities
Concerts	Movies	Zoo

EXTRACURRICULAR ACTIVITIES

Student Government Association

All students are encouraged to play an active role in the management of the center and run for student government offices. Student leaders serve their fellow students for a six-month term. They receive additional leadership training and represent the center at regional and national conferences.

Team Sports

The Jacksonville Job Corps Center competes in basketball, softball and volleyball leagues with other Florida Job Corps centers.

WORKING OFF CENTER

You must be in Gold Phase or above to qualify for leisure-time employment, and jobs must be approved by center staff.

CHURCH ATTENDANCE

Students may attend services at nearby churches.

SHOPPING AND MALL TRIPS

Shopping runs are made daily, with the exception of Mondays.

CENTER POLICIES

Job Corps has a 24-hours-a-day, seven-days-a-week commitment to provide students with the opportunity to get an education and train for a career. It is expected that all students will adhere to Job Corps rules and requirements at all times while in the program.

ATTENDANCE POLICY

Class attendance is mandatory. If you are absent, money is deducted from your pay. Persistent violations will lead to termination.

CLASSROOM BEHAVIOR

There are training standards, such as not interfering with the learning of others, not sleeping in class, and staying on task.

DRESS CODE

The center has a dress code which includes wearing appropriate clothing for career training, academic classes and after the training day.

What to wear:

- Uniforms are worn during the training day according to the individual training assignment, e.g., career training or academic classes.
- Shoe style must comply with established employability standards.
- Shirts must be tucked in and pants pulled up, just as you would wear them to work.

What not to wear:

- Hats, bandannas, scarves, and hairnets are not permitted during the training day, except when required for career training or other assignments. Personal headgear is not permitted in any buildings, except the dormitories.
- Males are not permitted to wear earrings before 4 p.m. on training day.
- Nose rings, tongue piercing, and other body pierced jewelry are not permitted during the training day.
- Clothing, hats, ornaments or jewelry with nude scenes, symbols suggesting illegal activities, profanity or words or symbols suggesting drug or alcohol use are not permitted on center at any time.
- Male students are not permitted to wear their shirts outside of their slacks, jeans, or pants during the training day.
- Sleepwear (pajamas, nightshirts, gowns, bathrobes, bedroom slippers or shower shoes) is not permitted outside the dorm.
- Transparent or tight clothing, skirts with high splits, tank tops, midriff-baring and/or halter tops are not permitted during the training day.
- Undue body exposure is not permitted on center at any time.
- Sunglasses are not to be worn inside the building at any time.
- No audio equipment is permitted during the training day.
- Unprofessional shoes are not permitted during the training day.
- Cross-dressing is not permitted on center at any time.

EARRINGS AND JEWELRY

During the training day, females may wear appropriate earrings only, and males are not permitted to wear any type of body pierced jewelry until after the training day has ended. No jewelry may be worn that poses a safety hazard to the individual or anyone else in the area.

Jewelry must be appropriate to the training area and work environment. An excessive amount of jewelry is discouraged. The center staff will decide how much jewelry a student can wear, according to the Job Corps guidelines and policy. Jewelry must not present a danger or a safety hazard to anyone.

CELL PHONES

Cell phones are not permitted in class during the training day, but you may have a cell phone on center.

HAIR

Long hair is discouraged for employability purposes. However, braids are permitted if they are appropriate to your career area, do not present a danger or safety hazard and are neatly done in a front-to-back design.

There is a hair room on center where students are allowed to style one another's hair. Off-center sites for haircuts are located in the general area, at walking distance from the center.

SMOKING ON CENTER

Smoking is not allowed inside any buildings on center. Smoking is permitted outdoors in designated areas only.

PHONE CALLS

Phones are available in each dorm for incoming and outgoing calls. Phone use during the training day is not allowed. If there is an emergency, calls are directed to each student's counselor or residential adviser.

VISITATION

Parents, family members and friends may visit after the training day and on weekends and holidays. Visitation ends at curfew. Visitors may not stay on center overnight.

MAIL

Mail is distributed after training Monday through Friday at the security desk in the administration building.

HOLIDAYS

Students are encouraged to take a holiday pass, but they may also remain on center. Those remaining on center will follow a holiday schedule. Special activities are available for students remaining on center during the holidays.

MONEY FROM HOME

Parents may send money, but we encourage them to send a money order instead of cash.

HOME VISITS

An approved weekend pass allows you to leave center on the weekend. You must provide your own transportation. After six months or during the annual leave periods in July and December, students are eligible for government-paid leave.

STUDENT ILLNESS

Nonresident students must call the Wellness Center on sick days to inform staff of any illness. Health services are available to all enrollees Monday through Friday from 7:30 a.m. to 5 p.m. There are two nurses and a medical clerk on duty. Independent-living advisers are trained to perform first aid, and the nurses coordinate emergencies and illnesses 24 hours a day and seven days a week.

BIKES AND CARS

Center director must issue an approval to nonresident students for any bikes or cars on center.

STUDENT PAY

Students receive \$25 in cash the first week. After the first week, students receive \$25 to \$50 on a biweekly basis. The finance office provides regular banking hours, and students may open a savings account on center.

ZERO TOLERANCE POLICY

Violation of the Zero Tolerance Policy means automatic termination for the following offenses:

- possession of a gun or illegal weapon on center or under center supervision
- assault with intent to do bodily harm to student or staff, with or without a weapon
- sexual assault, with criminal intent
- threat of assault with intent to intimidate or coerce any student or staff
- robbery and extortion
- arson
- arrest for a felony on or off center
- positive follow-up drug test

Violation of other offenses requires the convening of a center review board with the recommendation of termination.

A student receiving a disciplinary termination may not receive any transitional allowance.